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Vienna, Virginia 22182

March 21, 2002

BOX MISSING PARTS

Assistant Commissioner for Patents
Washington, D.C. 20231

Re: Woodward HOFFMAN and Sean TOGHER
U.S. Patent Application No. 09/997,716 Filed: December 3, 2001
Attorney Docket No. WH1-NP Confirmation No. 4086
"ACCOUNTING SYSTEM FOR THE DYNAMIC STATE OF THE
PORTFOLIO REPORTING"

SIR:

We enclose herewith:


- ☒ Copy of Notice to File Missing Parts;
- ☒ Declaration;
- ☒ Fee Calculation Sheet;
- ☒ Thirteen (13) Sheets of Substitute Drawings;
- ☒ Check for \$435.00 (See Fee Calculation Sheet);
- ☒ Acknowledgment Postcard

SMALL ENTITY STATUS: Applicant is entitled to small entity status.

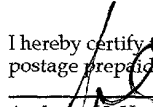
The Commissioner is hereby authorized to charge payment of the fees associated with this communication or credit any overpayment to Deposit Account No. 08-0570.

The applicants hereby petition under 37 CFR 1.136 or other applicable rule to have the response period extended the number of months necessary to render the attached communication timely if a petition is required.

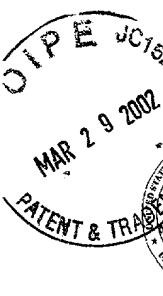
Respectfully submitted,


Anthony H. Handal
Reg. No. 26,275
Roger Pitt
Reg. No. 46,996

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope, postage prepaid, addressed to the Assistant Commissioner for Patents, Washington, D.C. 20231 on March 21, 2002


Anthony H. Handal/ Roger Pitt
Reg. No. 26,275/ Reg. No. 46,996

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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
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| APPLICATION NUMBER | FILING/RECEIPT DATE | FIRST NAMED APPLICANT | ATTORNEY DOCKET NUMBER |
|--------------------|---------------------|-----------------------|------------------------|
| 09/997,716 | 12/03/2001 | Woodward Hoffman | WH1-NP |

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CONFIRMATION NO. 4086

FORMALITIES LETTER



OC00000007341238

Date Mailed: 01/22/2002

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 870.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - Drawings must be reasonably free from erasures and must be free from alterations, overwritings, interlineations, folds, and copy marks.

04/02/2002 BAERHA1 00000049 09997716

01 FC:201
02 FC:205

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83.00 OF

*A copy of this notice **MUST** be returned with the reply.*

ZA

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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